



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
ACCOUNTS PAYABLE SUPERVISOR
FINANCE

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for the oversight and supervision of the accounts payable division who perform the most complex accounts payable, account reconciliations, financial data record keeping, and accounting support activities citywide. Reports to the Assistant Director of Finance.

ESSENTIAL JOB FUNCTIONS

Responsible for the effective supervision and administration of the Accounts Payable Division to include performance management, employee relations, training, prioritizing and assigning work and related activities.

Audits and processes a large volume of invoices, quick entries, p-card and refund imports; assigns invoices, spas and check requests to appropriate Accounts Payable Technicians. Researches and resolves the most difficult account inquiries and discrepancies, resolves problems such as payment inquiries by vendors, errors on invoices and maintains contact necessary with vendor and various City department staff until all discrepancies are resolved.

Responds to City departments requesting stop payments of City vendor checks, issues with balancing monthly vendor statements and various inquiries. Performs audit of all payables presented to Finance to confirm proper authorization, mathematical accuracy, adequate support documentation, accurate payee information and to determine if the payment has been properly assigned to a check request, small purchase authorization, purchase order or travel report. Works with external and internal Auditors when questions arise.

Assists in developing and implementing procedures designed to improve methods of accounting for accounts payable section.

Performs fiscal year-end duties to include organization and storage preparation of previous year payments; retrieval of information for external audit.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Accounting – Considerable knowledge of general accounting principles and procedures and financial computations as it relates to accounts payable. Considerable knowledge of the process used in auditing and matching invoices and paying bills. Knowledge of check printing equipment.
- Customer Service – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Supervision – Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Technology – Knowledge of general office equipment and personal computers. Thorough knowledge of office systems, practices, procedures and administration. Knowledge of computerized financial systems and Enterprise Resource Programs.

REQUIRED SKILLS

- Computer Skills – Utilizes a personal computer to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and the public. Effectively responds to and resolves inquiries and disputes.

REQUIRED ABILITIES

- Communication – Ability to effectively communicate ideas and procedures verbally and in writing. Ability to listen and understand information and ideas being presented verbally and in writing.
- Coordination of Work - Coordination of Work – Ability to establish and implement effective administrative programs and procedures. Ability to plan and organize daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Performs a broad range of supervisory responsibilities over others.
- Financial Management – Ability to review processes and to compare information in order to identify discrepancies and deviating circumstances. Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication and division quickly and accurately.

EDUCATION AND EXPERIENCE

Requires an Associate's Degree in Accounting, Business Management or a related field and 5-7 years responsible accounts payable or closely related experience or an equivalent combination of education and experience. Requires 1-2 years supervisory or lead experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.